

10. Strengthening/Maintenance of Association, Federation and Council (Farmers and Fishermen Associations, Rural Improvement Clubs, Municipal Agriculture and Fishery Council, Municipal Fisheries and Aquatic Resources Management Council)

The organization needs to be maintained and strengthened since they are partners of the Local Government Unit (LGU) in the implementation of agriculture and fishery programs for growth and development purposes.

Office/ Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Rural-Based Organizations (RBOs)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
LGU Accreditation			Municipal Agriculture Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire information on the assistance needed	1. Attend to client's needs	None	5 Minutes	<i>Agriculturist/Officer-of-the-day</i> Municipal Agriculture Office
2. Get the advice and necessary information regarding the assistance needed	2. Provide the appropriate interventions to the clients	None	10 Minutes	<i>Agriculturist/Officer-of-the-day</i> Municipal Agriculture Office
3. Attend and participate in regular meetings, trainings, seminars and other related activities for growth and development	3. Prepare schedule of meetings, trainings/ seminars for the organization	None	10 Minutes	<i>Agriculturist/Officer-of-the-day</i> Municipal Agriculture Office

4. Assist government agencies concerned in the implementation of laws, rules and regulations pertaining to agricultural and fishery projects	4. Monitor and evaluate projects and activities of the association	None	20 Minutes	<i>Agriculturist/Officer-of-the-day</i> Municipal Agriculture Office
TOTAL:		None	45 Minutes	